



**BHS Compliance Unit**  
**Staff Separation Notification Reminder**

San Francisco Department of Public Health  
Office of Compliance and Privacy Affairs  
Behavioral Health Compliance Unit

**STANDARD**

As outlined in the annual Declaration of Contract Compliance (published by SFDPH's Business Office of Contract Compliance, BOCC), the BHS Credentialing Office **must** receive notification from programs and staff when a staff member (or intern or trainee) separates from a mental health and/or substance use program.

The BHS Compliance office must receive this information **within five (5) working business days** of the staff member's exit. The rationale for this obligation and timeline is to ensure that provider directories, computer access and exclusion monitoring status can be updated across the BHS system.

The mechanism by which programs report a staff separation is:

1. For every staff who separates, fill in the attached form (Staff Separation Notification Form)
2. Email the form to both [credentialing@sfdph.org](mailto:credentialing@sfdph.org) and [avataraccounts@sfdph.org](mailto:avataraccounts@sfdph.org)
3. Print and file the email in your Administrative Binder—that way, you have evidence of complying the requirement.



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**Staff Separation Notification Form**

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**INSTRUCTIONS:** Fill out the following information—use one form for each staff member—submit this form to [credentialing@sfdph.org](mailto:credentialing@sfdph.org) and carbon copy (cc) the email to [avataraccounts@sfdph.org](mailto:avataraccounts@sfdph.org)

- **Agency Name:** \_\_\_\_\_
- **Program Codes/RUs:** \_\_\_\_\_
- **Legal Name of Separated Staff/Intern/Trainee:** \_\_\_\_\_
- **Date of Staff Separation:** \_\_\_\_\_
- **Avatar ID# for Separated Staff:** \_\_\_\_\_

Name of Staff Completing this Form: \_\_\_\_\_

Phone Number of Staff Completing this Form: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Contact Information for BHS Credentialing:

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